

BUILDING INSPECTION MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Building Inspection Manager exists is to manage the building inspection unit, including field and office work in support of the enforcement of the City's building codes in the Inspection and Survey Services Division of the Planning and Development Services Department. This classification provides direct supervision over Building Inspection Supervisors and indirect supervision over Building Inspectors. Work is performed under general supervision by the Planning & Development Services Director over the Inspection and Survey Services Division. The Building Inspection Manager is distinguished from the Building Inspection Supervisor by the broader unit management responsibilities of the former's position as opposed to the more immediate supervisory tasks of the latter.

ESSENTIAL FUNCTIONS

Supervises the work of Building Inspectors, Building Inspection Coordinator and building Inspection Supervisors. Coordinates inspections to insure efficiency of operations and completion of scheduled inspections.

Accompanies Inspectors and Supervisors in the field to assist with most difficult or controversial inspections. Makes final determination on inspection questions requiring interpretation of code or definition of procedures.

Assists contractors, engineers, architects, and utility companies in complying with City codes through out all phases of the construction process.

Serves as the Scottsdale Associate Building Official before the Building Advisory Board of Appeals, and as liaison to Rural Metro, Utility companies, Project Review, and other City departments.

Responsible for allocation of assigned personnel and equipment to achieve unit objectives. Trains and evaluates performance of staff; and prepares monthly and other reports.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

All types of building construction, materials, methods and all phases where possible violations and defects may be discovered and corrected;
City building codes and ordinances;
Basic management principles and practices.

Ability to:

Read and visually interpret complex plans quickly and accurately, and compare them to work in progress;
determine work priorities;
transverse building construction sites;
prepare, justify, and administer a budget;
operate a PC or terminal;
establish and maintain effective working relationships with co-workers, supervisors, building inspectors, contractors, engineers, architects, and the general public;
maintain regular and consistent attendance and punctuality.

Education & Experience

Any combination of experience and education equivalent to five years experience as a Building Inspector in all phases of residential and commercial inspection including 3 years experience as a Building Inspection Supervisor/Senior Inspector. Must possess certification as a Building Official, or have four I.C.B.O Certification and ability to become a Certified Building Official within 1 year of hire. A Bachelor's degree in Structural or Civil Engineering, or a related field may be substituted for up to four years of the required experience. Must possess a valid Arizona Drivers License with no major driving citations within the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified